

## For More Information

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1 (800) 600 9332

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Numbers located at "Contact Us"



## How do I transfer my military hospital or clinic in TOL?

You can transfer your military hospital or clinic by clicking "My Profile" in the top navigation bar of the TOL home page. See step-by-step directions on the back page of this brochure.

## Why would I transfer my military hospital or clinic?

You must update your military hospital or clinic every time you relocate. TOL Appointments uses your military hospital or clinic information to search for available appointments. Your military hospital or clinic location and primary care manager (PCM) location must match. Please review the location of your military hospital or clinic. Confirm it is the same as the location of the military hospital or clinic where you currently receive care from your PCM.

Please note transferring your MTF in TOL does not transfer your TRICARE enrollment in the Defense Enrollment Eligibility Reporting System (DEERS). Please access the Beneficiary Web Enrollment website, located in the TOL Resource Center, to complete the DEERS enrollment transfer process.

## How do I know what military hospital or clinic I am assigned in TOL?

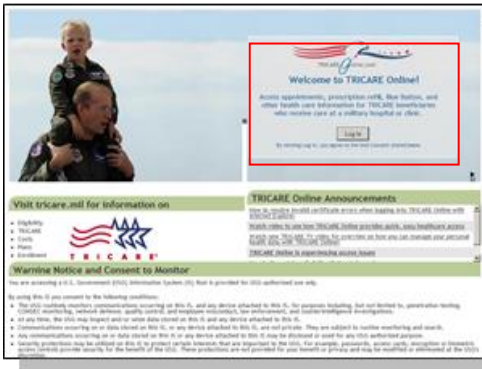
Look in the "Welcome" banner at the top of your TOL home page and note the name of your military hospital or clinic following the "Your Military Treatment Facility is" text. This military hospital or clinic needs to match the location of your PCM. For example, if the military hospital or clinic displayed is "Andrews AFB" but your PCM is located at Kimbrough, you will need to transfer your military hospital or clinic to Kimbrough.

## Can I transfer my family member's military hospital or clinic?

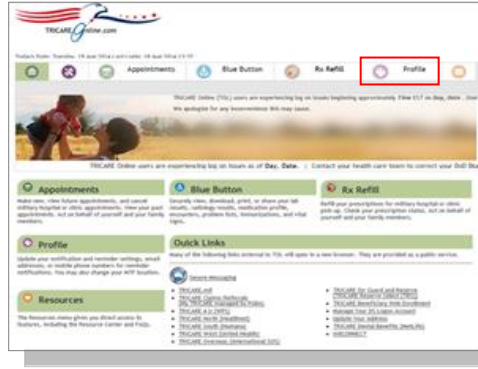
Yes, if granted privileges, you can also transfer your family member's military hospital or clinic in TOL. Select the check box next to the name of the person you wish to change MTF for. Select your "New TRICARE Region" and "New MTF" from the drop down lists. Click "Update" at bottom of page to save changes.

# How do I transfer my military hospital or clinic in TOL?

1



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1

Go to [www.tricareonline.com](http://www.tricareonline.com) and click “Log In”.

2

Log in with your **Premium DS Logon, DoD CAC or DFAS myPay** credentials. If you do not have DS Logon credentials and would like to, click “Register”.

3

Click on “**Profile**” in the top navigation bar of the TOL home page and “**Change MTF**” in the sub navigation bar.

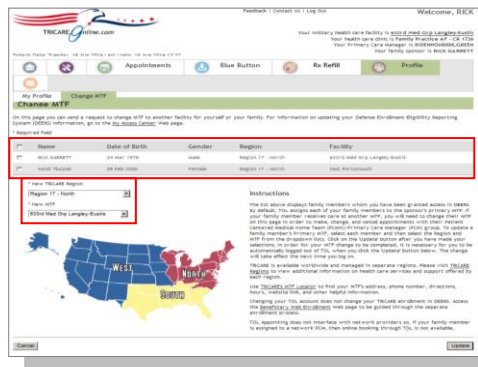
4

Select the **check box** next to the name of the person you wish to change MTF for. Select your “**New TRICARE Region**” and “**New MTF**” from the drop down lists. Click “**Update**” at bottom of page to save changes.

2



4



**Please Note:** TOL automatically logs you out so that the changes take effect immediately. Simply log back in to see updated information.